

10 JUL 1993

CPI 792-3A-A

APPENDIX A

DEFINITIONS

1. Applicant. Any individual who applies for or is otherwise being considered for placement in a TDP.
2. Blind Performance Test Specimens. An audit of the accuracy of the screening process and check on the chain of custody of urine specimens. This is accomplished by submitting prepared urine samples (blind samples) to the Navy Drug Screening Laboratory (NDSL) along with the urine samples collected from employees by the activity. These blind samples must meet the specifications of the Department of Health and Human Services (DHHS) "Mandatory Guidelines for Federal Workplace Drug Testing Programs" published at 53 Federal Register 11970 (11 April 1988).
3. Chain of Custody. Procedures to ensure the integrity of each urine sample by tracking its handling and storage from point of collection to final disposition.
4. Collection Site Coordinator (CSC). An individual assigned by the Drug Program Coordinator (DPC) to a collection site who has full responsibility for coordinating all collection activities at that site including instructing and assisting individuals being tested, determining the temperature of the urine specimen, etc.
5. Drugs Tested. These are cocaine, cannabis (marijuana), opiates, amphetamines, and phencyclidine (PCP). When conducting reasonable suspicion, accident, or unsafe practice testing, the urine may be tested for any drug listed in Schedule I or II of the Controlled Substances Act (CSA).
6. Illegal Drugs. Controlled substances included in Schedule I or II of the Controlled Substances Act, as defined by 21 U.S.C. § 802(6), the possession of which is unlawful under 21 U.S.C., Chapter 13, or any others subsequently approved by DHHS for testing.
7. Illegal Use of Drugs/Illegal Drug Use. These two terms are used interchangeably in this CPI to refer to the use of an illegal drug, or a drug for which the individual does not have a valid prescription, or other use not authorized by law.

10. Permanent Record Book. A permanently bound record book or binder which must be maintained by the DPC to record data on each specimen collected.

12. Safe Harbor. A provision of the DFWP which gives an employee a one-time opportunity to voluntarily identify himself or herself as a user of illegal drugs willing to undertake counseling and, as necessary, rehabilitation. "Safe harbor" insulates the employee from discipline for these admitted, but otherwise unknown, past acts of illegal drug use. It does not protect the employee from discipline for admitting to drug trafficking or other drug-related offenses.

14. Urine Sample/Urine Specimen. These two terms are used interchangeably in this CPI to refer to the urine collected from an individual which will be tested for evidence of illegal drug use.

Appendix A to
Enclosure (1)

OCPMINST 12792.3A

CPI 792-3A-A

spectrometry assay (or other confirmatory tests approved by DHHS), and determined by the MRO to have no legitimate medical reason for the drug's presence in the employee's system.

10 SEP 1993

CPI 792-3A-B

APPENDIX BPROCEDURES FOR CHANGING THE DEPARTMENT OF THE NAVY TDP LIST

1. Activities/commands may request additions to or deletions from the Department of the Navy TDP list via their Echelon 1 command (AA/USN, CNO, CMC, and ONR).
2. These requests must have the endorsement of the Echelon 1 command and be forwarded to the Director, Office of Civilian Personnel Management (OCPM), ATTN: Labor and Employee Relations, 800 N. Quincy Street, Arlington, VA 22203-1998. A request must contain:
 - a. The exact title, pay plan, and series of each position.
 - b. A description of duties and justification which warrant including the position on the Department of the Navy TDP list (Appendix E provides the type of information required).
 - c. The reasons why an activity/command wants the position deleted from the Department of the Navy TDP list in sufficient detail to support the activity/command request.
3. If the Director, OCPM, determines that the requested addition meets the criteria and justification for inclusion on the TDP list, the request will be forwarded via the Department of Defense, to the Interagency Coordinating Group (ICG) Executive Committee (Chaired by the Office of National Drug Control Policy) for approval/denial.
 - a. If approved by ICG Executive Committee, the position will be added to the list and all Echelon 1 commands will be notified. Positions with the same title and series may be added to an activity/command TDP list as soon as the activity/command issues the incumbent of the position a 30-day individual notice of the impending random testing.
 - b. If rejected by the ICG Executive Committee, the position cannot be added to the list and all Echelon 1 commands will be notified.
4. If the Director, OCPM, determines that the requested addition does not meet the criteria and justification, the request will not be forwarded to ICG Executive Committee and all Echelon 1 commands will be notified.
5. The Director, OCPM, will evaluate requests for deletions and notify all Echelon 1 commands of the decision. Where a deletion is approved, positions with the same title and series must be removed from every activity/command TDP list and thereafter, incumbents of positions cannot be tested.